



Credential Services Office- Gevirtz Graduate School of Education
 Education #4102 (Phone: 805-893-2036)
 University of California, Santa Barbara, Santa Barbara, CA 93106

SCHOOL PSYCHOLOGY PROGRAM APPLICATION

The School Psychology Program Application documents state certification requirements for your credential. Please complete and submit this form either electronically to suzanne@education.ucsb.edu or mail to the Credential Services Office in Education #4102. This form and documentation are required for your student file. State prerequisite requirements include: (1) BA Degree transcript, (2) Basic Skills Exam (CBEST), (3) TB Clearance and (4) Certificate of Clearance. Please contact the Credential Services Office (805) 893-2036 if you have questions.

First Name: Last Name:

Email Address: Phone #:

B.A. DEGREE

Please verify with the Credential Services Office that there is an official transcript with the award of the BA Degree in your student file. If your degree is from another country please complete the equivalency evaluation from one of the Commission approved agencies at: [Foreign Transcript Evaluation \(pdf\)](#)

Baccalaureate Degree Name of Institution:

Academic Major:

STATE EXAM

Basic Skills Requirement: CBEST registration website: <http://www.cbest.nesinc.com/>

CBEST must be taken by August 6, 2011. If you are currently out-of-state you can take the CBEST October 1, 2011. When you register for the CBEST indicate UCSB as a score-reporting agency. Bring or send a copy of the passing CBEST scores to the Credential Services Office, Education #4102.

CBEST: Date Taken Date passed

OR

Approved Out of State Basic Skills Test- Name of Test/State

CLEARANCES

TB Clearance: (Can be completed at UCSB Student Health Services)

Bring a copy of current TB Clearance (within one year) to the Credential Services Office.

Certificate of Clearance: Date applied: or Date Cleared:

Instructions to apply for the Certificate of Clearance are on the following page.

CERTIFICATE OF CLEARANCE

The California Education Code §44340 & 44341 requires all individuals who seek to obtain a first California credential issued by the California Commission on Teacher Credentialing to receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission. Individuals who have received fingerprint clearance through other California agencies or who are cleared for pre-professional work are not exempt from this process. The Certificate of Clearance is a requirement for all first time applicants for a teaching credential.

The applicant sends a Certificate of Clearance application to the California Commission on Teacher Credentialing (CCTC) in Sacramento. The CCTC grants permission to student teach on the basis of this data. An applicant whose legal record contains anything more serious than minor traffic violations should contact the Commission at <http://www.ctc.ca.gov/educator-discipline/default.html>. Any questions of personal qualifications must be resolved before beginning the program. Each applicant is responsible for submitting the application to the CCTC and applies as early as possible to allow the time for the Certificate of Clearance to be processed. It is the applicant's responsibility to verify the Clearance is on file in the Credential Services Office during Fall Quarter when the program begins.

California residents must apply for their Certificate of Clearance online following the complete **instructions provided (and for reference)**: www.ctc.ca.gov/credentials/online-services/pdf/OA-CC.pdf.

1. Print three copies of Live Scan 41-LS form [PDF] available at Applications and Forms at <http://www.ctc.ca.gov/credentials/materials.html>
2. Submit the three copies of the Live Scan 41-LS form and processing fees to the Live Scan operator when the prints are taken.
3. After you complete the Live Scan go to the Commission's Online Direct Application Site.
4. Complete the online application: Indicate you are applying for a Certificate of Clearance. (Please note that you are not applying for a credential.)
5. Using a VISA or Master card debit or credit card, complete the authorized transaction fee of \$29.50.
6. Immediately following the successful submission of the online application, e-mail will be sent with a confirmation number and a link to the Track Payment web page.
7. The Certificate of Clearance must be cleared by the time the program begins in September. You can print a copy of the clearance for your records at: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>